

Housing Trust Fund (HTF)

FY22 Round II Funding Request Announcement

The City of Charlotte ("City") is now accepting Proposals for affordable housing development through the City's Housing Trust Fund ("HTF") to provide equity and loan funds for newly constructed or rehabilitated multi-family housing. An addendum will be issued should there be additional information developers should be made aware of.

The development must serve households earning 80% or below the area median income (AMI) with income averaging of up to 60% of AMI for the restricted units.

HTF-funded developments will at a minimum meet the following criteria*:

- Comply with City affordable housing policies and program guidelines.
- Include at least 20% of the total units as being targeted to households at 30% of AMI. At least 10% of the units targeted to households at 30% of AMI, must be targeted to households with rental subsidies including vouchers funded directly or indirectly by the federal government. Such rental subsidies must be accepted with no discrimination against income source.
- All 4% LIHTC proposals must include the submission of a Final LIHTC application by October 2022 and receive an award in January 2023.
- Proposed developments that are in Very High and High Opportunity Areas (**See Attachment A**) may be asked to include the use of Project Based Vouchers (PBV) in the development. Given the limited availability of PBV's, there is no guarantee that all proposals located in opportunity areas will be awarded PBVs to them. If the use of PBV's does not adversely impact the proposed development's time schedule, upon being awarded PBV's, the developer must adjust their gap funding request amount to reflect the higher PBV contract rents.
- Proposed developments in City Council Districts 6 and 7 are not subject to the HTF award limit.
- Developers must cover all legal closing costs up to \$15,000.
- Developers must pay a compliance monitoring fee of \$50 per unit for developments that have been placed in service.
- Meet zoning and planning guidelines and requirements including special/conditional use permits and any other discretionary land use approval by March 25, 2022.
- Include a COVID-19 Compliant community engagement process that reflects input from the impacted community (See Submittal Checklist Section G for details).
- Meet Charlotte Water Capacity and Connection requirements.

****Please see the Housing Trust Fund Request for Proposals Guidelines for additional evaluation criteria***

HTF award limits:

- The maximum award to any one funding request will be as follows:

Funding Source*	No City land or support	HTF & City support	City Land
HTF Limit	<ul style="list-style-type: none">• \$32k per unit• Maximum of \$3.2M	<ul style="list-style-type: none">• \$22k per unit• Maximum of \$2.2M	<ul style="list-style-type: none">• \$22k per unit• Maximum of \$2.2M

****The City reserves the right to make a maximum of two housing awards (Regardless to whether rental or homeownership) to any one principal or co-developer. To encourage affordable housing development in City Council Districts 6 and 7, development proposals within those districts are not subject to the HTF award limits.***

Development Teams must also:

- Inform the district City Council representative for the proposed development and convene at least two COVID-19 Compliant community outreach meetings to present the proposed development (See Submittal Checklist Section G for details).
- Submit a complete funding Proposal packet by February 18, 2022.
- Include with the proposal a utilities plan or preliminary site plan with proposed sewer connection(s) and site flow projects using NCDEQ 15A NCAC 02T (Waste Water Flow Estimate Guidance Document). This is necessary for the Charlotte Water Capacity Assurance Review Proposal.
- Submit their Sketch Plan via Accela and schedule a Sketch Plan meeting with the Planning Department as required. Instructions on how to submit the Sketch Plan are included in the RFP packet.
- Provide evidence of appropriate zoning no later than March 25, 2022.
- Note that if assistance is being sought for a 4% LIHTC development, developers must have placed at least one 4% LIHTC development in service within the last five years.
- Demonstrate the experience necessary to place the proposed development in service.

Funding Request Schedule

Request for Proposals Schedule

Activity	Scheduled Date
WebEx Developers Meeting	January 21, 2022
Post RFP	January 25, 2022
Proposal Submission Deadline	February 18, 2022
Sketch Site Plans and Building Elevations Sent to Planning*.	February 21, 2022
Planning comment – Sketch Plan Review	February 21, 2022– March 18, 2022
Sketch Plan/Building Elevation Comments sent back to applicant	March 21, 2022
Not Required -If a meeting is needed to review sketch site plan and building elevation comments please contact Nan Peterson via email at npeterson@ci.charlotte.nc.us by close of business March 18, 2022 . A WebEx meeting will be scheduled in order received and for 30 minutes. All meetings will be scheduled for March 21, 2022.	March 18, 2022 March 21, 2022
Market Analysis Due	March 25, 2022
Revised Sketch Plan Submission Deadline. Send to Brent Wilkinson via email to bwilkinson@ci.charlotte.nc.us	March 25, 2022
Final Planning Support Letter - Conceptual Architectural, Building and Site Design	April 1, 2022
City Council Dinner Briefing	April 11, 2022
City Council Approval	April 18, 2022

*Sketch site plan application is included in RFP packet and must be included in RFP response

Link to Request for Funding Application:

<https://charlottenc.gov/HNS/Housing/RFP/Pages/Requests%20For%20Proposals.aspx>

Note: The City reserves the right to cancel, reject any or all applications and waive minor informalities for applicants if it is deemed in the City and LISC's best interest to do so.

For additional information, please contact:

Miles Vaughn
Housing Services Division Manger
HOUSING & NEIGHBORHOOD SERVICES
PHONE: 704-336-5045
FAX: 704-632-8587
miles.vaughn@charlottenc.gov

or

Zelleka Biermann
Housing Development Manager
HOUSING & NEIGHBORHOOD SERVICES
PHONE: 704-336-2482
FAX: 704-353-4502
zbiermann@charlottenc.gov